



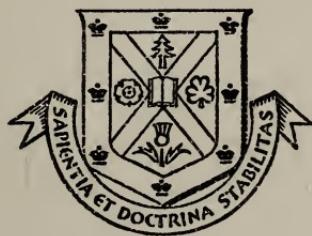






# QUEEN'S UNIVERSITY

KINGSTON, CANADA



## Calendar of The School of Commerce and Administration

•

ONE HUNDRED AND THIRD SESSION  
1943-44

Queen's University  
Library

KINGSTON, ONTARIO

School  
of  
**Commerce and Administration**

## TABLE OF CONTENTS

	Page
Officers of Administration and Instruction .....	3
The Academic Year .....	4
Aim of the School .....	7
Scope and Methods of Instruction .....	8
The Problem Method .....	8
The Commerce Club .....	9
Field Work .....	9
Thesis .....	9
Summer Work .....	9
Admission .....	10
General Regulations .....	11
Fees .....	14
Prescription of Courses .....	15
Accounting and Auditing .....	15
Commercial Specialist's Certificate .....	16
List of Courses .....	17
Courses of Instruction .....	18
Scholarships .....	24
Further Information .....	24

SESSION 1943-44

Officers of Administration and Instruction

His Excellency the Right Honourable THE EARL OF ATHLONE, K.G., P.C.,  
LL.D., Governor-General of Canada

Rector

THE HONOURABLE CHARLES A. DUNNING, P.C., LL.D.  
Chancellor

ROBERT C. WALLACE, M.A., Ph.D., D.Sc., LL.D., F.G.S., F.R.S.C.  
Principal and Vice-Chancellor

W. E. McNEILL, M.A., Ph.D., D.C.L., LL.D., F.R.S.C.  
Vice-Principal and Treasurer

JEAN I. ROYCE, B.A.  
Registrar

W. A. MACKINTOSH, M.A., Ph.D., F.R.S.C.

Professor of Economics; Director of the School of Commerce and  
Administration (on leave of absence) \*

R. G. H. SMAILS, B.Sc.(Econ.), A.C.A.(Eng.)  
Professor of Commerce

C. A. CURTIS, B.A., Ph.D., F.R.S.C.  
Professor of Economics

F. A. KNOX, B.A.  
Professor of Economics\*\*

J. A. CORRY, LL.B., B.C.L., LL.M.  
The Hardy Professor of Political Science

J. C. CAMERON, M.Com.,  
Professor of Commerce; Head of the Industrial Relations Section

J. L. McDougall, M.A.  
Associate Professor of Commerce

L. G. MACPHERSON, B.A., C.A.  
Assistant Professor of Commerce

C. H. CURTIS, M.A.  
Lecturer in Commerce and Economics

C. B. WADE, C.A.,  
Instructor in Chartered Accountancy

K. JEAN RICHARDSON, B.A.  
Assistant Registrar

ELIZABETH SHELDON, B.Com.  
Assistant to the Director

\*Special Assistant to the Deputy Minister of Finance, Ottawa.

\*\*Half-time special Assistant in the Department of Finance, Ottawa.

## THE ACADEMIC YEAR\*

---

THE HUNDRED AND THIRD SESSION of the university will begin on Wednesday, September 29th, 1943, at 8 a.m. Convocation will be held on Saturday, May 20th, 1944 (this date is provisional).

1943

*May 1*—Written notice due at the Registrar's Office of candidates' intention to compete for Provincial Scholarships and Ontario Matriculation Scholarships.

*July 5*—Registration for Summer School. Registrations will not be accepted after July 6 except when special arrangements have been made *before that date*, and on these late registrations an additional fee of \$3 will be charged.

*July 6*—Summer School opens at 8 a.m.

*July 15*—Last day for receiving applications, accompanied by fees, for September examinations, or degrees, from intramural and extramural students.

*Aug. 20*—Summer School closes at 5 p.m.

*Aug. 30*—Arts supplemental examinations begin.

*Sept. 1*—Last day for receiving applications for the Robert Bruce Bursaries.

*Sept. 10*—Last day for registration of extramural students w.thout extra fee.

*Sept. 17*—Last day for registration of extramural students with extra fee of \$3.

*Sept. 27*—Registration in Arts begins at 2 p.m. for students who are registering for the first time. Such students must submit certificates of vaccination.

*Sept. 28*—Last day for registration of students registering for the first time. A late fee will be charged after this date (\$3 on September 29 and \$1 a day thereafter).

---

\* The term "Academic Year" used in connection with regulations and Courses of Study refers to the period extending from October 1 to September 30.

*Sept. 29*—Registration of intramural students who have been registered in previous sessions (one day only). A late fee will be charged after this date (\$3 on September 30 and \$1 a day thereafter).

*Sept. 30*—Classes in Arts begin at 8 a.m.

*Oct. 9*—Last day for registration of intramural students who have not previously obtained permission to register later.

*Oct. 16*—University Day.

*Nov. 10*—Last day for receiving applications and fees from extramural students for January examinations.

*Dec. 1*—First day upon which extramural students may transfer to intramural classes.

—Mid-year examinations, to be announced.

*Dec. 22*—Christmas holidays begin at noon.

#### 1944

*Jan. 4*—Examinations in half-courses of the first term begin at 2 p.m.

*Jan. 4*—Classes in whole courses reopen at 8 a.m.

*Jan. 6*—Classes in half-courses of the second term begin at 8 a.m.  
Last day for payment of second instalment of fees without penalty.

*Jan. 15*—Last day for receiving applications from candidates for the M. C. Cameron Scholarship in Gaelic.

*Feb. 15*—Last day for receiving applications and fees from extramural students for the April examinations and for degrees.

*Mar. 15*—Last day for receiving applications and fees for degrees from intramural students.

*April 1*—Last day for receiving manuscripts for University Prizes, applications for Arts Research Fellowships, Leonard Fellowships, and Khaki University and other Scholarships.

*April 6*—Class work closes at five o'clock.

*April 7*—Good Friday.

*April 10*—Last day for extramural students to register for the summer session without extra fee.

*April 15*—Examinations begin.

*April 17*—Last day for extramural students to add classes for the summer session with extra fee.

*May 20*—Convocation for conferring degrees, announcing honours, and distributing prizes and medals. (This date is provisional.)

**CALENDAR**

1943

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
.....	.....	.....	1	2	.....	.....	1	2	3	4	5	6	.....	1	2	3	4	5	6	.....	.....	.....	1	2	3	.....		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	.....	.....	.....	.....	.....	.....	28	29	30	31	.....	.....	25	26	27	28	29	30	31		
31	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
.....	.....	.....	1	2	3	4	1	2	3	4	5	.....	.....	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	.....	.....	.....	25	26	27	28	29	30	31	29	30	31	.....	.....	.....	.....	
30	31	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
.....	.....	1	2	3	4	5	.....	.....	1	2	3	4	5	.....	1	2	3	4	5	6	.....	.....	1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
26	27	28	29	30	31	.....	24	25	26	27	28	29	30	28	29	30	.....	.....	.....	26	27	28	29	30	31	.....	.....	

1944

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
.....	.....	1	2	3	4	5	.....	.....	1	2	3	4	5	.....	1	2	3	4	5	6	.....	.....	1	2	3	4	5	6
2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	27	28	29	30	.....	.....	.....	26	27	28	29	30	31	.....	23	24	25	26	27	28	29	
30	31	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	30	.....	.....	.....	.....	.....	.....	.....	
MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
.....	.....	1	2	3	4	5	.....	.....	1	2	3	4	5	.....	1	2	3	4	5	6	.....	.....	1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31	.....	.....	.....	25	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	31	.....	.....	

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
.....	.....	1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	29	30	31	.....	.....	.....	.....	26	27	28	29	30	.....	24	25	26	27	28	29	30	31		

# School of Commerce and Administration

---

## Aim of the School

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association. In 1937 The School of Commerce and Administration was established to give more coherent and effective organization to the activities which had been developed during the previous eighteen years.

The work of the School is designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present-day business. It is a further object to give the student an adequate grasp of the various techniques now being used so extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the class-room.

In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation *as a beginner*, learning its practical details and its special techniques just like any other beginner, and that the chief value of his college training will come only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the School, particularly in the last year, is definitely professional in outlook. The aim is to train students for business careers. *Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in a Course leading to the degree of Bachelor of Arts instead of in a Commerce Course.* By proper planning it is possible to take the degree of B.A. in four years and the degree of B.Com. in a fifth year.

### **Scope and Methods of Instruction**

The student's field of study embraces in the earlier years, Language and Literature, History, Mathematics and Natural Science. In the second year he begins the study of Economics and Accounting and continues with advanced work in both subjects throughout his third year. The third year includes also courses in Commercial Law and Money and Banking. In the final year his efforts are concentrated mainly on the more specialized Commercial subjects together with investigation and research and the preparation of a thesis. Each student is required to take Mathematics or a Modern Language for three consecutive years.

*The Problem Method.*—Particularly in the advanced courses the student is presented with business problems for investigation and analysis. Through these "cases" he becomes acquainted with the facts of the business world and, more important, acquires experience in systematic thinking and analysis. In such fields of study as Accounting, Commercial Law, Marketing, Business Finance, and Investments, the "case" or problem method of instruction is extensively used.

*The Commerce Club.*—Through the medium of this student organization, students in the School of Commerce and Administration have an opportunity, at fortnightly meetings, of hearing business men and those engaged in public administration discuss problems which arise in their own experience.

Other meetings are arranged at which senior students read papers on business topics of general interest to the student group. General discussion is encouraged at those meetings.

*Field Work.*—In addition to visits to plants in the city of Kingston *students in their final year must normally be prepared to undertake visits to neighbouring industrial cities for the purpose of inspecting industrial plants there.* The total cost of these visits need not exceed \$25.00. For the duration of the war, visits are restricted to local plants and so involve no expense.

*Thesis.*—Each student in his final year is required to undertake original work in the form of a thesis. As far as possible the student is allowed to follow his own interests in the selection of a thesis subject but to those who have not submitted a satisfactory subject by October fifteenth, one will be assigned arbitrarily. The thesis, bound in final form, must be submitted not later than *March thirty-first*. (Theses prepared during the summer must be submitted not later than *August thirty-first*.) In addition to being given instruction in business investigation and analysis, each student will be assigned to an adviser who will direct him. The completed thesis will be submitted to the Department for approval. It will be read by at least two members of the Department in addition to the adviser.

*Work during summer vacations.*—The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic training. Assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student will prepare himself to derive the largest benefit from his instruction during the regular session. He will also be serving part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He will be acquainting himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he will

be able to utilize his summer work for the study of problems adapted to thesis purposes and for the forming of business relations that will prove of value in later life.

Frequently positions open to women graduates in Commerce require training in stenography. Women students in Commerce are advised to take shorthand and typewriting during the summer vacations.

---

## OUTLINE OF COURSES LEADING TO THE DEGREE OF BACHELOR OF COMMERCE

### **Admission**

Entrance to the Commerce Course is governed, with slight modifications, by the general regulations for admission to the Faculty of Arts.

### **General Entrance Requirements**

The subjects of Pass Matriculation are as follows:

*English, History, Mathematics*

*Two of French, German, Greek, Latin, Spanish or Italian*

*One of Music, a Science or Agriculture, a foreign language not  
already chosen from the preceding group.*

The pass standard is fifty per cent. in each paper.

Candidates offering Pass Matriculation (Secondary School Graduation Diploma) for admission must have an average of sixty per cent on the required papers. Such candidates will be admitted to the first year and may expect to graduate in four years.

Candidates presenting certificates covering four or five subjects of Honour Matriculation (Grade XIII) may be granted pro tanto credit in the corresponding courses of the first year but they will not be credited with more than five subjects. Candidates presenting cer-

tificates in fewer than four subjects will be granted credit only in the subjects in which their standing is class one. Such candidates must have an average of 60 per cent. on the twelve papers of Pass Matriculation (Secondary School Graduation Diploma).

Students who have been in attendance at or matriculated from a Commercial High School or Department in the Province of Ontario, and are so certified by the Department of Education of the Province, may offer *Business Arithmetic and Commercial Geography in lieu of a foreign language, and Ancient History or Ancient and Mediaeval History.* Students admitted from commercial high schools who transfer from Commerce to a Course in Arts must, before making application for the degree of Bachelor of Arts, make up any of the subjects of Junior Matriculation that they may lack.

For full particulars of admission consult the Calendar of the Faculty of Arts for 1943-44, pages 38-41, or write directly to the Registrar, Queen's University at Kingston.

### **General Regulations**

The requirements for the degree of Bachelor of Commerce, as for the degree of Bachelor of Arts, involve at least four years' work from Pass Matriculation. The unit is the *course*, involving three class attendances each week throughout the college session, with due library and laboratory assignments. A class meeting three times a week for one term is counted a half course. Twenty full courses, or their equivalent in half courses, are required for the degree. Of these, eleven are in economic and commerce subjects, and the remainder in general Arts work.

#### *Regulations Regarding Courses*

In addition to the regulations below, see General Regulations, Calendar of the Faculty of Arts, 1943-44, pp. 74-77.

Candidates for the degree of Bachelor of Commerce must conform to Honours standards. They must pass in twenty courses with a minimum of fifty per cent. in each general subject, and in each course or half course in Economics, Politics or Commerce numbered 10 or higher of the third and fourth years must make a minimum of fifty-five per cent. with an average of sixty-six per cent.

A candidate for the degree of Bachelor of Commerce must have obtained at least Grade B on Economics 4 before registering in more advanced courses in Economics or any course in Commerce other than Commerce 63. He must have obtained a mark of at least fifty-five in Commerce 63 before registering in Commerce 64.

Candidates who have not attained an average of sixty-six per cent. in the honours courses of the third year are advised and may be required to transfer to a Pass Course in Arts.

#### *Attendance and Exercises*

1. *Attendance.* Students are expected to be present at all lectures and laboratory periods in their courses, and to hand in all essays and class exercises when due.

*Deficiency in attendance.* Students who have not yet obtained standing in at least five courses since their first registration, are subject to the following regulation:

If during the session they are absent from more than one-eighth of the class and laboratory periods in a subject, they will not be admitted to the final examination in that subject; and they will be considered to have failed in it. They will be subject to the regulations regarding supplemental examinations as explained in Section 6.

Students who exceed the limit of absences because of illness will have their cases reviewed by the Faculty. Students who claim consideration must submit certificates from the attending physician.

*A record of absences based on monthly reports from Instructors is kept at the office of the Dean of the Faculty.*

2. The December and April marks will be determined not merely by the results of the examinations but also by the work of the whole term or session, including consideration of class tests, examinations, attendance, and progress.

3. The faculty may, at any time, either during the term or after the close of the term, require any student to withdraw, whose conduct, attendance, work, or progress is deemed unsatisfactory.

*Failures and Low Grades*

4. Students who fail in any course they intend to count towards a degree must repeat the course before coming up for examination in it in any subsequent year.

5. *Supplemental Examinations.* Students who pass in at least three subjects in April will be permitted to write supplemental examinations in September on the courses in which they have failed, provided that examinations are offered in these courses.

6. *Loss of Year.* Students who at the April examinations pass in fewer than three subjects are considered to have lost their year and they will not have the privilege of supplemental examinations. Students who at the April and September examinations pass in fewer than four out of five subjects are considered to have lost their year.

7. Students who fail in five classes on the April examinations will be required to withdraw for at least one academic year. Students having other serious failures will be considered by the Board of Studies who will recommend action to the Faculty of Arts.

8. Students who fail a year will retain credit only in those subjects in which they have obtained at least Grade B standing.

9. Students who twice in Course fail a year's work will be required to withdraw from the Faculty of Arts.

10. Students whose standing for the first term is regarded as unsatisfactory may be required to withdraw for the rest of the year.

11. Students who are readmitted after having been required to withdraw, students who reregister in the Faculty of Arts after having failed in four out of five examinations in the last year of attendance, and students who have been required to withdraw from another Faculty, will be placed on probation until Christmas. At that time they will be required to withdraw if they do not pass as many as three out of the five midyear examinations. Each case will be reviewed carefully by the Committee on Failures and the Instructors concerned.

### *Extramural Work*

Part of the work required for the degree of Bachelor of Commerce is offered extramurally. Students are required to take, however, at least *nine* full courses or their equivalent in residence during the regular session or in the Summer School, if the courses are available then. The more technical part of the work must be done in attendance and it is necessary to spend *at least* one full year at the University. Normally two years are required.

### **Fees**

Fees must be remitted by accepted cheque, postal order, or bank draft, payable to Queen's University. Cheques or bank drafts on any point where there is a branch of the Bank of Montreal will be received at par; all other cheques should have  $\frac{1}{8}$  of 1%, minimum 15c, added to cover exchange, or be drawn plus exchange.

*Fees are payable each year upon registration.*

A student is not registered and may not attend classes until he has paid the required fees.

**Sessional Fee**—including Registration, Tuition, Laboratory, Library, Examinations—

First and Second Years .....	\$150 00
------------------------------	----------

Third and Fourth Years .....	165 00
------------------------------	--------

**Student Interests**—including Health Insurance, Union, Faculty Societies, Alma Mater, Journal, and Athletics (the athletic fee which is part of student interests gives admission to all home games except play-offs) ..... 23 00

Fees may be paid in two instalments, in which case an additional \$5 will be added to the first instalment. The first instalment and the laboratory deposit must be paid at the time of registration in September, the balance on or before January 6th, 1944. No student will be admitted to classes until the above conditions have been complied with, nor will he be permitted to continue the work of the second term until the fees have been paid in full.

**Graduation Fee**—

Bachelor of Commerce .....	\$ 10 00
----------------------------	----------

Master of Commerce .....	20 00
--------------------------	-------

## PRESCRIPTION OF COURSES

All students who are candidates for the degree of Bachelor of Commerce are required to take three consecutive courses either in Mathematics or in a Modern language. If Spanish is the option chosen, Spanish A or 1 must be taken in the first year.

Courses which have the letter "a" added to the number of the courses are half-courses given in the first term. Those which have "b" after the number are half-courses given in the second term. All others are full courses.

### *First Year*

English 1  
French 1  
or German A or 1  
Mathematics 1  
Science (one course)  
One other general course which  
must be a language or a  
science.

### *Third Year*

One additional course in French  
or in German  
or in Spanish  
or in Mathematics  
Commerce 60  
†Commerce 64  
†Economics 10  
Economics 12

### *Second Year*

English 2  
French 2  
or German 1 or 2  
or Spanish 1 or 2  
or Mathematics 2  
Economics 4  
Politics 2  
or History 1 or 3  
Commerce 63

### *Fourth Year*

Economics 11a  
Commerce 52  
Commerce 54  
Commerce 59 (Thesis)  
\*One and a half courses, in Economics, Commerce or Mathematics 7b.

\*Options selected must be approved by the Director.

†Students who have already taken Economics 1 and Economics 23 will not be required to take these courses.

---

## ACCOUNTING AND AUDITING

The Institute of Chartered Accountants of Ontario will grant to holders of the degree of Bachelor of Commerce the following privileges:

- (1) Exemption from the first (Primary) of their three examinations;

- (2) Exemption from their First and Second Year courses of instruction;
- (3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

By arrangement with the Institutes of Chartered Accountants of Ontario, Alberta, Nova Scotia, and New Brunswick, the School of Commerce and Administration, Queen's University, gives the only authorized course of instruction for articled students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. The same course of instruction is given in British Columbia under the direct administration of the Institute of Chartered Accountants of British Columbia. These courses are conducted entirely by correspondence. For further information apply to the Registrar of the Institute of Chartered Accountants in the province concerned or to the Director of the School of Commerce and Administration, Queen's University.

---

#### COMMERCIAL SPECIALIST'S CERTIFICATE

Students working with the Department of Education towards the Commercial Specialist's Certificate will be granted exemption from attendance and examination in the following subjects if they have passed the equivalent University courses with Grade A or B standing. They will be given exemption from attendance only if they have passed the courses with Grade C standing:

<i>Department of Education Courses</i>	<i>University Equivalent</i>
Arithmetic of Investment	Mathematics 7b
History of Commerce and Industry	Economics 4
Theory of Economics	Economics 10
Money and Banking	Economics 12
Business Law	Commerce 60
Bookkeeping	Commerce 63
Accountancy Theory	Commerce 64
Accountancy Practice	Commerce 66b

*Note:* Theory of Economics is equivalent to Economics 1 in calendars prior to 1939-40.

Graduates in Commerce whose courses have included Mathematics 7b and Commerce 66b will be exempted from attendance and examination in all the subjects of the Commercial Course (Accountancy Option) except Shorthand Theory, Shorthand Practice and Transcription, Typewriting, Penmanship, Office Practice and Business Papers, Minor and Major Methods. If Mathematics 7b or Commerce 66b are not selected as options, exemption will not be given in the equivalent Commercial subjects.

---

### Courses Offered in Present and Succeeding Sessions

#### Economics

- Econ. 3. Economics for Applied Science Students.
- Econ. 4. Introduction to Economics.
- Econ. 10. Principles of Economics.
- Econ. 11a. Introduction to Statistics.
- Econ. 12. Money, Banking and International Trade.
- Econ. 13. Introduction to Accounting and Finance.
- Econ. 14. Introduction to Accounting and Finance.
- Econ. 15. Modern Economic Theory.
- Econ. 20. Problems of Economic Development.
- Econ. 21. Applied Economics.
- Econ. 22. Socialism.
- Econ. 25. Economic History.
- Econ. 28b. Economics of Transportation.
- Econ. 29b. Industrial Relations.

#### Politics

- Pol. 2. Introduction to Politics.
- Pol. 30. Canadian Government and Constitutional Law.
- Pol. 32. Modern Political Thought.
- Pol. 34. International Politics.
- Pol. 36. Politics of Democracy.
- Pol. 37. Public Administration.
- Pol. 38a. British Constitutional Law.
- Pol. 39b. Municipal Government.

#### Commerce and Administration

- Com. 50a. Industrial Management.
- Com. 52. Principles of Marketing.
- Com. 54. Business Finance.
- Com. 59. Business Investigation and Research.
- Com. 60. Commercial Law.
- Com. 63. Elements of Accounting.
- Com. 64. Intermediate Accounting.
- Com. 66b. Cost Accounting.
- Com. 67a. Auditing and Internal Check.

The above courses are given in the Department of Economics. Attention is also called to Mathematics 7b, Mathematics of Investment, given by the Department of Mathematics.

## COURSES OF INSTRUCTION

### ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

Professor Cameron.

### ECONOMICS 4. INTRODUCTION TO ECONOMICS.

Economic geography; Economic history, especially of Europe; Regional studies.

Text-books:

Bartholomew and Lyde, *The Oxford Economic Atlas* (Oxford University Press, 1937). Whitbeck and Finch, *Economic Geography* (McGraw-Hill, 1941). Heaton, *Economic History of Europe* (Harper, 1936). Extramural students will be required to buy additional books.

Tuesday, Thursday and Saturday at 9.

Professor Knox.

### ECONOMICS 10. PRINCIPLES OF ECONOMICS.

A general course in economic analysis in which an attempt is made to develop a working knowledge of economic principles and their application. The course should ordinarily be taken at the same time as Economics 12.

Prerequisite, Grade B in Economics 4.

Text-books:

Garver and Hanson, *Principles of Economics* (Ginn & Co., revised edition, 1937). McIsaac and Smith, *Economic Analysis* (Little, Brown & Co., Boston). Assigned readings.

Monday, Wednesday, and Friday at 2.

Professor Curtis.

### ECONOMICS 11a. INTRODUCTION TO STATISTICS.

An introduction to the use of statistics in the fields of economics and commerce.

Text-book:

Croxton and Cowden, *Applied General Statistics* (Prentice-Hall, 1939).

Monday, Wednesday, and Friday at 10.

Professor McDougall.

### ECONOMICS 12. MONEY, BANKING AND INTERNATIONAL TRADE.

Prerequisite, Grade B in Economics 4.

Text-books:

Chandler, *An Introduction to Monetary Theory* (Harper and Bros., 1940). Ellsworth, *International Economics* (Macmillan, 1938). Burgess, *The Reserve Banks and the Money Market* (Harper and Bros., 1936). *Report of the Royal Commission on Banking and Currency in Canada, 1933* (Ottawa: King's Printer).

*Tuesday, Thursday, and Saturday at 8.*

Mr. C. H. Curtis

#### ECONOMICS 13. INTRODUCTION TO ACCOUNTING AND FINANCE.

An introductory study of accounting method with a related examination of some of the chief problems of corporation finance. This course is open only to Pass students in Arts.

Text-book:

Rorem and Kerrigan, *Accounting Method* (McGraw-Hill).

*Monday, Wednesday, and Friday at 2.*

Professor Macpherson.

#### ECONOMICS 14. INTRODUCTION TO ACCOUNTING AND FINANCE.

This course is open only to Honours students whose major subject is Economics. It has a weight of two and one-half hours per week. Students in this course will take part of the work of Economics 13.

Professor Macpherson.

#### ECONOMICS 15. MODERN ECONOMIC THEORY.

A brief study of the development of modern schools of economic thought followed by discussion of the theory of equilibrium.

Text-books:

Gray, *The Development of Economic Doctrine* (Longmans).  
 Cassel, *Theory of Social Economy* (Harcourt, Brace). Marshall, *Principles of Economics* (Macmillan). Joan Robinson, *Theory of Imperfect Competition* (Macmillan). Chamberlin, *Theory of Monopolistic Competition* (Harvard University Press).

Prerequisite, Economics 10.

*Tuesday and Thursday at 2.*

Mr. C. H. Curtis.

#### ECONOMICS 20. PROBLEMS OF ECONOMIC DEVELOPMENT.

A seminar course dealing with the economic problems of a dynamic society. Special attention will be given to international trade and finance and to the Canadian economy.

Prerequisite: Economics 15.

References:

Haberler, *Prosperity and Depression* (League of Nations, 1941). Keynes, *General Theory of Employment, Interest, and Money* (Macmillan, 1936). Haberler, *Theory of International Trade* (Hodge & Co., 1936).

*Tuesday and Thursday at 2.30.*

Professor Knox.

#### ECONOMICS 21. APPLIED ECONOMICS.

A study of the application of economic theory to the problems of the distribution of national wealth and income as affected by

monopoly, public finance, and other public policies.

Prerequisite, Economics 15.

Text-book:

Pigou, *Economics of Welfare* (Macmillan).

*Monday, Wednesday, and Friday at 10, Commerce Building.*

Professor Curtis.

**ECONOMICS 22. SOCIALISM.**

A study of the economic principles involved in the allocation of economic resources in socialist and other directed economies. A seminar course one hour per week open only to Honours students taking a major in Economics.

Assigned readings.

*Hours to be arranged.*

Professor Curtis.

**ECONOMICS 25. ECONOMIC HISTORY.**

A study of recent economic history with especial reference to North America. A seminar course one hour per week open only to Honours students taking a major in Economics.

Assigned Readings.

*Hours to be arranged.*

Professor Knox.

**ECONOMICS 28b. ECONOMICS OF TRANSPORTATION.**

The chief interest in this course will be in the economics of railway transportation in Canada.

Text-books:

R. A. C. Henry et al, *Railway Freight Rates in Canada* (Ottawa, King's Printer, 1939). W. T. Jackman, *Economic Principles of Transportation* (Toronto, University of Toronto Press, 1935). D. P. Locklin, *Economics of Transportation* (Chicago Business Publications Inc., 1935).

Assigned Readings.

*Monday, Wednesday, and Friday at 9.*

Professor McDougall.

**ECONOMICS 29b. INDUSTRIAL RELATIONS.**

A social study of employer-employee relations. Discussion will cover the main economic and human forces which give rise to labour problems and the attitudes of employers, employees, and the public thereto.

Assigned Readings.

*Monday, Wednesday, and Friday at 2.*

Professor Cameron.

**POLITICS 2. INTRODUCTION TO POLITICS.**

(a) The structure of the modern state—the legislature, executive and judiciary; the function of constitutions and political parties.

(b) An historical outline of the development of modern political theory.

**Text-books:**

Blachly and Oatman, *Comparative Government* (Ronald). Crossman, *Government and the Governed* (Christophers). Additional text for extramural students: Spencer, *Government and Politics Abroad* (Holt).

*Monday, Wednesday and Friday at 10.*

Professor Corry.

**POLITICS 30. CANADIAN GOVERNMENT AND CONSTITUTIONAL LAW.**

(Offered in 1943-44 and in alternate years).

A critical study of the governmental institutions of Canada and in particular of the British North America Act and the federal system.

**Text-books:**

Dawson, *Constitutional Issues in Canada* (Oxford). Selected Cases from Cameron, *The Canadian Constitution and the Judicial Committee*. Selected Readings from the Report of the Commission on Dominion-Provincial Relations and from the Appendices thereto. Assigned Readings.

*Tuesday, Thursday, and Saturday at 11.*

Professor Corry.

**POLITICS 32 MODERN POLITICAL THOUGHT.**

(Offered in 1944-45 and in alternate years).

A study of modern political thought with special reference to its philosophical and practical implications.

**Text-book:**

Sabine, *A History of Political Theory* (Henry Holt & Co.).  
Assigned Readings.

*Monday, Wednesday, and Friday at 9.*

Professor Corry.

**POLITICS 34. INTERNATIONAL POLITICS.**

This course is identical with History 27. Students will take the lectures and examination in History 27.

**POLITICS 36. POLITICS OF DEMOCRACY.**

(Offered in 1944-45 and in alternate years).

A survey of democratic processes with particular reference to the rôle of political parties and of group activity generally.

**Text-book:**

Herring, *The Politics of Democracy* (Norton). Assigned Readings.

*Tuesday, Thursday, and Saturday at 11.*

Professor Corry.

**POLITICS 37. PUBLIC ADMINISTRATION.**

(Offered in 1943-44 and in alternate years).

The implementing of public policy through administration and the relationships thereby created between the administration and public.

Texts to be announced.

*Monday, Wednesday, and Friday at 9.*

Professor Corry.

**POLITICS 38a. BRITISH CONSTITUTIONAL LAW.**

The effect of current developments in government on the main principles of the British Constitution.

Text-book:

Jennings, *The Law and the Constitution* (2nd ed.), University of London Press). Assigned Readings.

*Hours to be arranged.*

Professor Corry.

**POLITICS 39b. MUNICIPAL GOVERNMENT.**

A survey of functions and administration of municipal government and its place in the structure of Canadian government.

Assigned Readings.

*Hours to be arranged.*

Professor Curtis.

Commerce and Administration

**COMMERCE 50a. INDUSTRIAL MANAGEMENT.**

A study of the application of the principles of management in industry. Special attention is directed to employer-employee relations.

Assigned Readings.

*Monday, Wednesday, and Friday at 2.*

Professor Cameron.

**COMMERCE 52. PRINCIPLES OF MARKETING.**

A study of marketing functions, organization and policies from the standpoint of the business man.

Text-books:

Phillips, *Marketing* (Houghton-Mifflin).

Learned, *Problems in Marketing* (McGraw-Hill).

*Tuesday, Thursday, and Saturday at 11.*

Mr. C. H. Curtis.

**COMMERCE 54. BUSINESS FINANCE.**

A study of the economic problems of the corporate enterprise, throughout its life cycle.

Prerequisites—Economics 12 and Commerce 63.

General Reading:

Buchanan, N. S., *The Economics of Corporate Enterprise* (Holt). Dewing, *Financial Policy of Corporations* (Ronald Press). Lincoln, *Applied Business Finance* (McGraw-Hill). Guthman, *Analysis of Financial Statements* (Prentice-Hall). Crumbaker, *Organizing and Financing a Modern Business* (Wylie). Gerstenberg, *Financial Organization and Management* (Prentice-Hall).

*Monday, Wednesday, and Friday at 11.*

Professor McDougall.

**COMMERCE 59. BUSINESS INVESTIGATION AND RESEARCH.**

An introduction to research methods. The student is required to select a topic and, under direction, to investigate and report upon it.

*Hours to be arranged.*

Professor McDougall.

**COMMERCE 60. COMMERCIAL LAW.**

A study of the elements of commercial law, including the general principles of the law of contract and the law relating to sale of goods, negotiable instruments, agency, partnerships and companies.

General Reading:

Anson, *Law of Contracts* (Clarendon Press). Jenks, *Book of English Law* (John Murray).

Special topics:

Anger, *Digest of Canadian Mercantile Law* (Commercial Text-Book Co.). Caporn, *Cases on Contract* (Stevens and Sons). Falconbridge, *Law of Negotiable Instruments in Canada* (Ryerson). Fraser, *Handbook on Canadian Companies* (Carswell). *The [Dominion] Companies Act, 1934*, S.C. 1934, Chapter 33. *The [Ontario] Companies Act*, R.S.O. 1937, Chapter 251.

*Monday, Wednesday, and Friday at 8.*

Professor Smails.

**COMMERCE 63. ELEMENTS OF ACCOUNTING.**

An introductory study of the principles of accounting. It involves practice in writing up the various books of record and includes the theory and practice involved in the preparation of the operating statements and balance sheets of the various types of business organization.

Text-book:

Smails and Walker, *Accounting Principles and Practice*, 5th ed. (Ryerson).

Texts for extramural students: Walker, *Accounting Principles and Bookkeeping Procedure, Introductory and Advanced Courses* (Gregg Publishing Co.).

*Monday, Wednesday, and Friday at 8.*

Professor Macpherson.

**COMMERCE 64. INTERMEDIATE ACCOUNTING.**

A course in which the studies of Commerce 63 are carried to a more advanced stage and some further problems are considered.

Reading:

Smails and Walker, *Accounting Principles and Practice*, 5th ed. (Ryerson). Paton, *Essentials of Accounting* (Macmillan). Finney, *Principles of Accounting*, Vols. I and II (Prentice-Hall).

*Tuesday, Thursday, and Saturday at 10.*

Professor Smails.

**COMMERCE 66b. COST ACCOUNTING.**

This course presents the principles and methods of cost accounting.

Dohr, Inghram, and Love, *Cost Accounting* (Ronald).

*Tuesday, Thursday, and Saturday at 9.*

Professor Smails.

**COMMERCE 67a. AUDITING AND INTERNAL CHECK.**

A study of systems of internal check, the functions of internal and external auditors, and audit procedure generally.

Readings: Smalls, *Auditing*, 3rd ed. (Pitman). Montgomery, *Auditing Theory and Practice*, 6th ed. (Ronald).

*Tuesday, Thursday, and Saturday at 9.*

Professor Smails.

---

## Scholarships

*Norris A. Brisco Prize in Commerce*.—Given by Norris A. Brisco of the Class of '98, Dean of the School of Retailing, New York University.

A prize of \$25 awarded annually to the student in final year Commerce and Administration who makes the highest standing on the graduation thesis.

*P. D. Ross Scholarship in Commerce*.—Through the generosity of Mr. P. D. Ross, LL.D., of Ottawa, a scholarship of \$150 is available solely for students registered in the Courses in Commerce and Administration. It is awarded on the basis of the third year's work in these Courses, provided that the candidate is taking at least four full courses or their equivalent in the "Special Subjects" in Commerce and Administration and is one year from the date of his graduation in Commerce. It is tenable during the student's fourth year, if it is taken intramurally.

As this scholarship is not endowed, it can be awarded only so long as the donor continues his contribution.

*General*.—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.

## Further Information

For further particulars of the work of the School of Commerce, or copies of the Calendar of the Faculty of Arts, address The Registrar, Queen's University, Kingston.







